Assignment grading with the New Box View

- The New Box View supports Microsoft Office Files and images

Highlighting Text

1. Highlight the text in the document with the cursor.

2. Click the Highlighter icon

Adding Comments

There are two ways to add comments to a document:

Comments on highlighted text

1. Highlight the text in the document
2. Click the Comment icon

3. Enter a comment then click “Post”
Point Comments
1. Click the point annotation button on the upper right corner of the Box view
2. Click anywhere in the document to add a point comment
3. Enter a comment then click “Post”

Printing the assignment
*Note: Annotations made by the instructor will not appear on the printed document*
1. Click the “Print” button on the upper right corner of the Box view
2. If a dialog appears confirming the document is ready to print, click the “Print” button

Downloading
*Note: Annotations made by the instructor will not appear on the downloaded document*
1. Click the “Print” button on the upper right corner of the Box view
2. Depending on the internet browser’s settings either the document will be downloaded to the computer’s “Downloads” folder or a dialog box will appear asking where to save the document.
Grading

1. Enter the grade of the assignment in the “Attempt” area of the assignment.

2. Enter any additional feedback then click “Submit”.

Student View

Students are able to view the instructor’s comments and highlights. They are also able to view the feedback given under the grade.